

<https://jobfever.govhelp.in/job/kotak-bank-careers-2023-all-india-jobs-clerk-job/>

Kotak Bank Careers 2023 – All India Jobs – Clerk Job

Job Location

India
Remote work from: IND

(adsbygoogle = window.adsbygoogle || []).push({});

Base Salary

USD 19,500 - USD 26,500

Qualifications

Graduate

Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});

Description

Kotak Mahindra Bank Recruitment 2023

The Clerk is responsible for providing administrative support to the Kotak Mahindra Bank branch. This includes handling customer inquiries, processing transactions, and maintaining records. The ideal candidate will be accurate, detail-oriented, and have a strong customer service focus.

(adsbygoogle = window.adsbygoogle || []).push({});

Kotak Mahindra Bank Jobs Near Me

Responsibilities:

- Handle customer inquiries and complaints
- Process transactions such as deposits, withdrawals, and transfers
- Maintain customer records
- Prepare reports and correspondence
- Other administrative tasks as assigned

(adsbygoogle = window.adsbygoogle || []).push({});

Kotak Mahindra Bank Careers

Skills:

- Strong customer service skills
- Accuracy and attention to detail
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

Basic knowledge of banking operations

Important Links

Find the Link in [Apply Now](#) Button

Hiring organization

Kotak Mahindra Bank

Date posted

September 4, 2023

Valid through

31.12.2023

APPLY NOW

```
(adsbygoogle = window.adsbygoogle || []).push({});
```

```
(adsbygoogle = window.adsbygoogle || []).push({});
```